

Town of Florence

Information Sheet – Town Licenses

There is a minimum of (2) two licenses required to operate a business in the Town of Florence, Arizona. In addition to the two minimum licenses, various special licenses are required for certain types of business as governed by the State of Arizona.

Joint State and Town Transaction Privilege Tax (Sales Tax)

This license is issued by the Arizona Department of Revenue, Tax and Licensing Department. Their mailing address is P.O. Box 29069, Phoenix, AZ 85038-9069. You may now also apply for it at 1600 Monroe, Phoenix, AZ or 3191 N. Washing St. Chandler, AZ 85225. Their website is <http://www.revenue.state.az.us> and telephone number is 1-800-634-6494 or (602) 542-4576. There is a \$12.00 state fee and a \$2.00 Town fee for each place of business located in the Town, for a minimum fee of \$14.00.

Town of Florence Business License

The Town of Florence issues this license. Section 9-27 “Licensing or Certificate of Exemption Required” of The Code of Florence Arizona requires any person who carries on in the Town any business, game, amusement, calling, profession, or occupation to obtain a Business License before they start any such business. License fees start at \$50.00 and go up, are valid for one year and renewable in December prior to the first day of the new calendar year.

Required Application Information

1. Completed application form
2. Copy of your State Sales tax Certificate (or exemption certificate)
3. Copy of your Certificate of Occupancy (if required)
4. Copy of a Health Department Certificate (if required)
5. Copy of your Registrar of Contractors License (if required)
6. If you are in the Medical/Legal Profession, a copy of State Certification.

Zoning Compliances/Certificate of Occupancy

You must have the Florence Planning Department verify zoning clearance **PRIOR** to having the Town process your Business License Application. For businesses with a Town of Florence address, you must attach to your application, a Certificate of Occupancy issued by the Florence Planning Department.

For questions – Please contact the Town’s Finance Department at (520) 868-7624 or (520) 868-7500 or FAX (520) 868-7501 or TDD (520) 868-7502 if you need additional information. This information is also available on our website at <http://www.town.florence.az.us>. Look under the Finance pull-down for this information sheet, Certificate of Exemption and the Town of Florence Business License Application.